

**Administrative Permit: GUEST LIVING QUARTERS**

		FEES*	INITIAL DEPOSIT*	FEE CODE
DPLU PLANNING			\$1,910	4900
DPLU ENVIRONMENTAL		\$630**		2600
DPW ENGINEERING			\$795	
DPW INITIAL STUDY REVIEW		**		
STORMWATER				
DEH	SEPTIC/WELL SEWER	\$692		
DPR				
<b>INITIAL DEPOSIT</b>				
\$4,027 (if over 600 sq. ft. & on septic/well)				
\$3,335 (if over 600 sq. ft. & on sewer)				
\$3,397 (if less than 600 sq. ft. & on septic/well)				
\$2,705 (if less than 600 sq. ft. and on sewer)				

VIOLATION FEE \$500

\* **See Website:** <http://www.sdcounty.ca.gov/dplu/cost-schedule-info.html> **for average processing costs.**

\*\* **CEQA Exemption Review is required for projects over 600 square feet**

**NEW: Use our [Discretionary Permit Cost Guide!](#) to get an idea of how much the County portion of your project may cost.**

**- Please read and follow instructions Step by Step!! -**

**Step 1:**

All forms/plans listed under **(Step 1)** must be completed, signed, scanned and saved as "pdf" files, then **submitted on CD's**. The forms have "Data Entry Form Fields" and can be completed and saved on your computer.

---	Plot Plan
<a href="#">126</a>	<a href="#">Acknowledgement of Filing Fees and Deposits</a>
<a href="#">278</a>	<a href="#">Public Notice Certification for Administrative Permit</a>
<a href="#">305</a>	<a href="#">Ownership Disclosure</a>
<a href="#">320</a>	<a href="#">Evidence of Legal Parcel</a> <b>(and any deeds)</b>
<a href="#">346S</a>	<a href="#">Supplemental Application Form</a>
<a href="#">386</a>	<a href="#">Consent to Granting of Administrative Permit</a>
<a href="#">581</a>	<a href="#">Plan Check Pre-Application Notice</a>

**Step 2:**

***In addition to the electronic copies on CD, all forms/plans listed under (Step 2) must be completed, signed and submitted as Hardcopies.***

- Plot Plans: **Eight (8) hard copies.**  
If in Alpine CPG area: **Eight (8) hard copies.**  
If in the (USDRIP) River Way Specific Plan area: **Ten (10) hard copies.**  
[346 Discretionary Permit Application Form](#): **One (1) hard copy.**  
[346S Supplemental Application Form](#): **One (1) hard copy.**

**All forms listed below are informational only and shall not be submitted.**

These are available at: [DPLU Zoning Forms.](#)

- |        |   |
|--------|---|
| 279    | Public Notice Procedure for Administrative Permit |
| 906    | Signature Requirements                            |
| ZC001  | Defense and Indemnification Agreement             |
| ZC013  | Determination of Legal Parcel                     |
| ZC090Z | Typical Plot Plan                                 |

**This application requires an appointment to submit.  
To schedule or cancel appointments please call (858) 694-2262.**

**NOTES:**

1. Save **each** whole Study, Report, Plot Plan, Map, etc., **as a single PDF file on CD(s).**  
Save as many PDF files as possible on each CD. Provide two (2) copies of each CD.
2. **Plot plans, elevation drawings, floor plans, etc. (must be at least 11" x 17") are to be stapled together in sets and folded to 8½" x 11" with the lower right-hand corner exposed.**
3. Do not collect DPW deposit at intake. Planner may request later.
4. Inform applicant that project goes to local Community Planning Group and/ or Design Review Board for recommendation.